

Safety Guidelines SOP for Press Machine Operation

1. Purpose

To establish standardized procedures to ensure the safety of personnel operating the press machine.

2. Scope

This standard operating procedure (SOP) applies to all personnel authorized to operate press machines in the facility.

3. Responsibilities

- **Operators:** Follow all instructions and report hazards or incidents.
- **Supervisors:** Ensure operators are trained and SOP is followed.
- **Maintenance Personnel:** Perform regular maintenance and safety checks.

4. Required Personal Protective Equipment (PPE)

PPE	Required
Safety Glasses	Yes
Safety Gloves	Yes
Safety Shoes	Yes
Ear Protection	As Needed

5. Operation Procedures

1. Perform pre-operational checks:
 - Check machine guards and emergency stop functions.
 - Ensure work area is clean and free from obstructions.
 - Verify PPE is worn.
2. Start-Up:
 - Power on machine according to manufacturer instructions.
 - Test the press without material to ensure proper function.
3. Operation:
 - Position material correctly using tools, not hands.
 - Keep hands and other body parts clear of moving parts.
 - Operate controls with awareness of press cycles.
4. Shutdown:
 - Power off and lock out the machine after use.

- Clean the work area and dispose of scrap materials safely.

6. Emergency Procedures

- In case of injury, activate the emergency stop and call for immediate assistance.
- Report all incidents and near-misses to a supervisor.

7. Training

Only trained and authorized personnel may operate the press machine. Training records must be maintained.

8. References

- Manufacturer's operating manual
- Company health & safety policy

Document Owner: _____

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